

**SIAC, Special Education Subcommittee meeting**  
**Tuesday, October 29, 2013**  
**10:00am-2:00pm**  
**INCCRRA, 1226 Towanda Plaza, Bloomington, IL 61701**  
**Training Room 1**  
**Conference number 888-494-4032**  
**Participant code 719 851 8485#**

**Minutes**

In person: Karen Berman (Interim Chair), Eileen Deroze, Emily Dorsey, Angelica Flores (Staffer), Chelsea Guillen, Evelyn Green, Beth Knight, Bernadette Laumann, Jeanette McCollum (Consultant), Pam Reising Rechner, Kathy Slattery, Granada Williams

On the phone: Cerathel Burnett, Amy Zimmerman

Introduction: Attendance taken and 9.24.13 minutes amended and approved by unanimous vote.

**I. Standards Document**

**a. Overview of changes**

This revised document reflects changes discussed. A program would complete the Illinois Inclusion Guidelines Checklist, complete the Individual Program Plan, and then annually update their Checklist.

**b. Discussion of each section**

The subcommittee reviewed each section and all changes will be included in a revised document that will be shared with the subcommittee prior to the November 12<sup>th</sup> meeting for final review and feedback.

Important edits include: 1) that programs that receive this award will need to update/renew every three years, so that it is in alignment with other Awards of Excellence and E/HS and PFA reviews; 2) a distinction between children with "special needs" and children with "disabilities"; 3) "Director Qualifications" will read "Administrator Qualifications," so as not to confuse the terms different programs use; 4) 9 clock hours of training will be required of administrators; and 5) we will also add a definition of Least Restrictive Environment.

**c. Recommendations re procedures, needed resources**

This subcommittee would like to recommend that a training be developed that orients programs on how to prepare and apply for this Award of Excellence.

A training should also be available on how programs should use the Inclusive Classroom Profile; this kind of training may become available through Frank Porter Graham Child Development Institute.

Because this Award of Excellence relates to children with special needs, programs may need a disclaimer or information form from Early Intervention on how to use a child's file/IFSP in a manner that is in compliance with FERPA.

**d. Next steps**

**II. Training Document**

**a. Overview of changes**

This document is color-coded and broken down by the type of training (e.g. face-to-face, web-based, etc.) and whether it is an Illinois training or national training. This document will be edited; some trainings listed will be removed, and some will be added.

**b. Discussion**

**c. Recommendations re procedures, needed resources**

**d. Next steps**

Beth Knight suggested we reach out to the entities on this list and encourage that they get Gateways approved.

We should also include more conferences that have workshops on inclusion and encourage the entity presenting at the conference to indicate that their workshop qualifies as an inclusion workshop for QRIS purposes. We need to develop a process for this.

Jeanette will add Early Choices, which is TA provided through ISBE.

Archived trainings cannot be included in this list because there is no way to include an assessment tool, which is required of becoming Gateways-approved. This also applies to the CONNECT Modules; they should apply for Distance Learning through Gateways. (It may be possible to have some of the CONNECT Modules be offered through STAR Net with a facilitator.)

We will also have to work with Beth Knight to make sure that these trainings are appropriately coded. (Gateways has to determine which “stage” a training is—there are five stages.)

The subcommittee will explore whether we should recommend that certain programs pilot this in order to get cursory review and feedback.

**III. Timelines and responsibilities for next steps**

The revised version of these documents will be presented at the November 12<sup>th</sup> meeting to the entire subcommittee. Upon subcommittee approval, they will then be presented to the SIAC via email, and then to the Executive Committee for final approval.

**Handouts: Agenda, minutes from 9.24.13, Working Standards and Evidence v. 3, and Overview of Training Sources v. 3**

**Next meeting: November 12<sup>th</sup> at STAR Net Region 2**